



## EMPLOYMENT OPPORTUNITY

### MUNICIPAL ENGINEER-IN-TRAINING

**Job Type:** Full-time Permanent

**Hours of Work** - 8:00 am – 4:30 pm

**Work Location** - Operations Department, 2801 Gateway Road

**Opening Date:** January 03, 2019

**Closing Date:** Screening for this position may begin as early as **January 21, 2019**, however the posting will remain active until a suitable candidate is hired.

**Compensation:** \$55,000 - \$62,228 annually, plus benefits (after 6 months full-time employment)

Under the direction of the Municipal Engineer, the Municipal Engineer in Training (MEIT) will be responsible for coordinating; development plans, capital projects, construction management and project management. The MEIT will also represent the RM in areas requiring engineering expertise, design of municipal infrastructure, and will conduct related research.

#### Duties and Responsibilities:

- Coordinate new (private) development plan, and changes to existing developments by ensuring;
  - Compliance with codes, regulation and standards
  - Completion of applications for permits and compliance with approved plans.
  - Compliance by developers regarding proper construction practices, adherence to deadlines, provision of quality management plans and closing out municipal infrastructure works.
  
- Coordinate Capitals Projects by;
  - Providing design support to the Municipal Engineer for design/construction of streets, bridges, water and sewer pipelines, water and sewage treatment plants, sports/other facilities, and parks.
  - Liaising with contractors to ensure maintenance of new infrastructure is completed by developers prior to RM ownership.
  - Evaluating issues and options regarding municipal projects; providing recommendations to the Municipal Engineer.
  - Acting as Contract Administration for major capital projects; ensuring compliance to drawings and specifications.
  
- Coordinate construction and providing project management by:
  - Preparing construction reports for all RM projects and reviewing all inspection reports.
  - Providing technical design services for the upgrading of existing and/or the construction of new structures, services or other projects as required.
  - Reporting regularly on project status to the Municipal Engineer and others as required on project status.

- Preparing meeting agendas, meeting minutes and tracking municipal projects budgets and schedules.
- Represent the RM in areas specific to engineering expertise by;
  - Evaluating issues and options regarding municipal public works and make recommendations to the Municipal Engineer.
  - Monitoring inter-governmental actions affecting municipal works.
  - Working and collaborating with other RM areas including Operations, Planning and Utilities.
- Assist in the functional and detailed design of municipal infrastructure related to water supply, sewers, roads, land development, site servicing, storm water management and waste management.
- Contribute to research, preparation of project proposals and presentations.
- Ensure compliance with Workers Compensation Legislation, Human Rights Legislation, safety regulations, safe work practices and RM policies and procedures.
- Perform other duties as assigned by the Municipal Engineer.

#### Knowledge, Skills, and Abilities:

- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Familiarity with materials and methods as applied to construction of municipal structures and projects as well as a general understanding of physical sciences; mathematics; hydraulics; municipal engineering and surveying.
- A working knowledge of the Microsoft suite of products (Word, Project, Outlook and Excel).
- A working knowledge of infrastructure modelling and the ability to utilize computer-aided-design drafting software; standard drafting tools; surveying equipment including level, transit, total station, GPS, etc.; motor vehicle; phone; mobile radio. (AutoCAD, GIS or similar).
- Ability to communicate effectively, orally and in writing, including the ability to conduct necessary engineering research and compile comprehensive reports.
- Demonstrated ability to establish and maintain positive working relationships with employees, external contacts, stakeholders, and the public in accordance with the RM's Respectful Workplace, Harassment Free Work Environment Policy.
- Thorough knowledge of applicable RM policies, laws, and regulations affecting RM activities within 1-year of hire.

#### Credentials and Experience:

- Graduate of a four-year college or university with a degree in Civil Engineering.
- Registered as a Member-in-Training in Manitoba (a member in good standing with Engineers Geoscientists of Manitoba).
- Must obtain engineer certification within 5 years of employment hire date; having fulfilled all requirements identified by EGM (Engineers Geoscientists of Manitoba).
- Municipal/Civil engineering work experience considered an asset.
- Must possess a valid Class 5 Manitoba driver's license.
- Must provide a satisfactory Criminal Record Check.

Working Conditions and Physical Demands:

- Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- The ability to stand, sit, climb, balance, stoop, kneel, crouch, crawl, walk, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; talk and hear.
- The ability to move about on construction work sites and under adverse field (outdoor) conditions.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities including; close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Submit resume and cover letter in confidence;**

By mail or in person in a sealed envelope marked **APPLICATION – MUNICIPAL ENGINEER-IN-TRAINING, Attention Rhonda Tone**, R.M. of East St. Paul, Unit #1 – 3021 Bird’s Hill Road, East St. Paul, Mb. R2E-1A7

- By email to: [human.resources@eaststpaul.com](mailto:human.resources@eaststpaul.com)

***For more information, please contact;***

Rhonda Tone, CPHR

HR Consultant, [human.resources@eaststpaul.com](mailto:human.resources@eaststpaul.com)

(204) 594-4403

Rural Municipality of East St. Paul

***The R.M of East St. Paul wishes to thank all candidates for their interest in this position, however, only those individuals considered for an interview will be contacted.***